



# *Three Rivers*

PARK DISTRICT

## **Volunteer Information Center**

### **How to use VicNet: A Guide for Volunteers**

VicNet is an online portal that allows volunteers to access the database used by Three Rivers. You will be able to log on to VicNet from home, school, or any place with an internet connection.

VicNet allows you, as a volunteer, to:

- View your schedule
- Self schedule and report hours (if applicable)
- Receive news and messages
- Check your service records
- Update or correct your personal profile

**VOLUNTEER**

# How to Log into VicNet

Go to: ([www.ThreeRiversParks.org/volunteer](http://www.ThreeRiversParks.org/volunteer)).

This will take you to our Volunteer webpage. Click on the "Resource Center" tab.

Scroll down to the bottom of the list and click the "**VicNet**" link.

The materials on this page are intended for use by current Three Rivers Park District volunteers. All documents are PDFs.

**Volunteer Information and Publications**

- [Event Recruitment Letter - Spring/Summer 2010](#)
- [Volunteer Fun Pass Program Fact Sheet](#)
- [Volunteer Park Patrol Guide](#)
- [Volunteer Newsletter - Spring 2010](#)

**Volunteer Forms**

- [Volunteer Application Form](#)
- [Volunteer Permission Form](#)

**Volunteer Manuals**

- [Volunteer Manual](#)
- [Volunteer Manual Supplement - Park Patrol](#)
- [Bloodborne Pathogens Exposure Control Plan](#)

**Park Patrol Logs**

- [Regional Trails](#)
- [Summer Horse Trails](#)
- [Winter Horse Trails](#)
- [Summer Park Trails](#)
- [Winter Park Trails](#)

**VicNet**

Certain volunteer workgroups may view and sign up on schedules and report hours online through [VicNet](#).

Direct link to the VicNet Volunteer Log in:  
<https://www.volgistics.com/ex/portal.dll/?From=10867>

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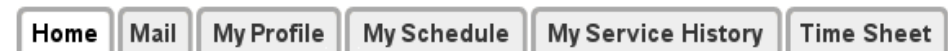
Save this webpage to your "favorites" or create a shortcut to your desk top.

In the *Login name* field, enter your email address. Be sure the email address you enter is the same one that the Volunteer Office has on file. If you attempt to use an email address that does not match the one on file, you will not be able to log into VicNet.

In the *Password* field enter your VicNet password emailed to you. If you have lost your password or experience difficulty accessing your information, contact Volunteer Office at 763-694-1104 for further assistance.

## Navigating in VicNet

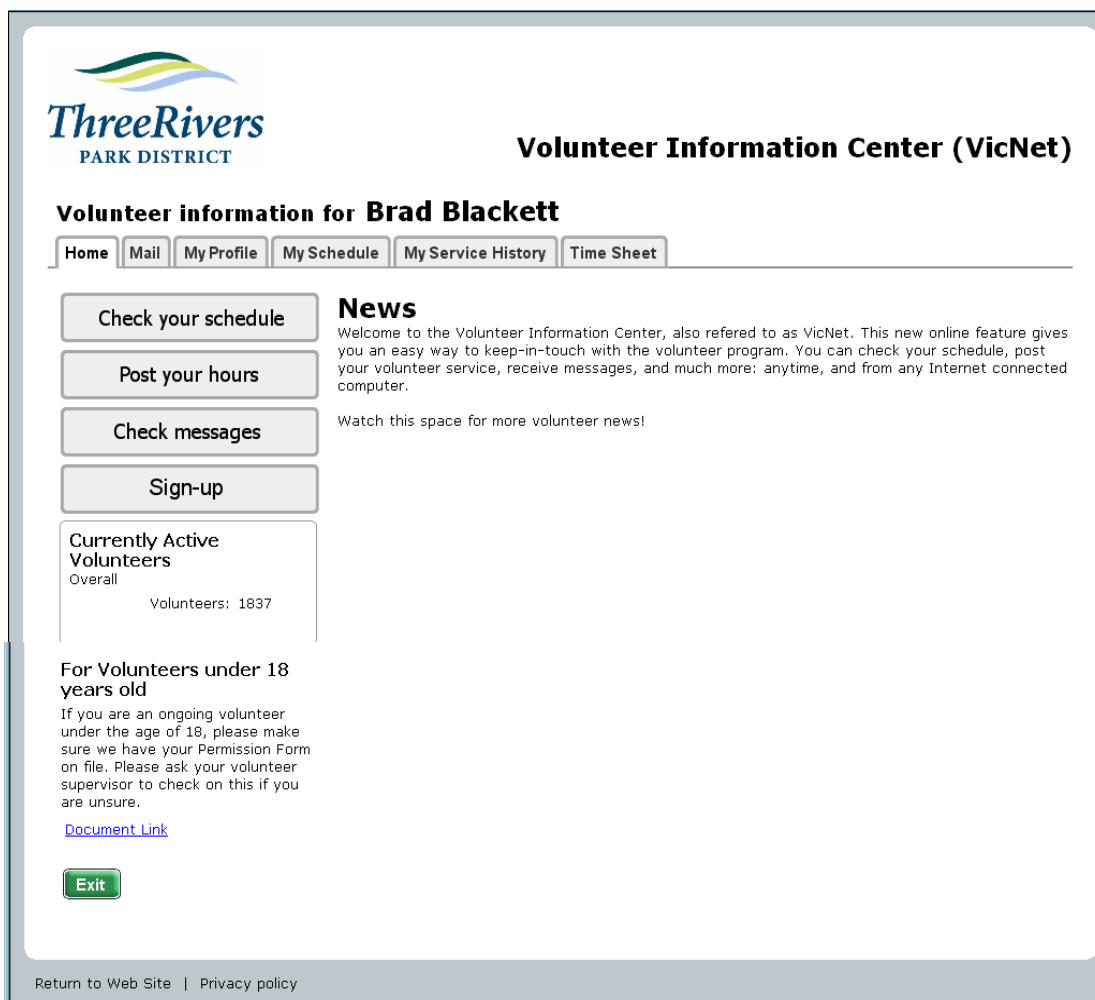
By providing visual examples of how each tab looks. We will tour VicNet features and provide some explanation on the basic purpose of each tab. Starting on the upper left.



### The Home tab



*Depending on your worksite and/or your assignment some of the tabs shown here may not be visible to you.*



The screenshot shows the 'Volunteer Information Center (VicNet)' for Brad Blackett. At the top left is the Three Rivers Park District logo. The title 'Volunteer Information Center (VicNet)' is on the right. Below the title is a navigation bar with tabs: Home, Mail, My Profile, My Schedule, My Service History, and Time Sheet. The main content area is titled 'Volunteer information for Brad Blackett'. On the left, there are four buttons: 'Check your schedule', 'Post your hours', 'Check messages', and 'Sign-up'. Below these is a box for 'Currently Active Volunteers' showing 'Overall Volunteers: 1837'. To the right of the buttons is a 'News' section with a welcome message and a 'Watch this space for more volunteer news!' note. At the bottom left, there is a section for 'For Volunteers under 18 years old' with a 'Document Link' and an 'Exit' button. The footer contains 'Return to Web Site | Privacy policy'.

## Navigating in VicNet

### The Mail tab



The Mail tab in VicNet is where you can see messages (called Vic Mail) sent to you from the Volunteer Office or from one of the sites where you volunteer.

New messages appear on top, and a list of previously read messages appear on the bottom. The messages listed here will disappear after 2-4 weeks.

*The Vic Mail messages you receive here may be different than messages sent to you via email, because of this be sure to check them out once in a while.*

The screenshot shows the user interface of the Three Rivers Volunteer Information Center (VicNet). At the top left is the logo for Three Rivers Park District, featuring a stylized wave in green, yellow, and blue above the text "Three Rivers" in a blue serif font and "PARK DISTRICT" in a smaller blue sans-serif font. To the right of the logo is the title "Volunteer Information Center (VicNet)" in a bold black sans-serif font. Below the title is the user's name, "Volunteer information for Brad Blackett". A horizontal navigation bar contains several buttons: "Home", "Mail", "My Profile", "My Schedule", "My Service History", and "Time Sheet". Below the navigation bar, there are three sections: "Instructions" with the text "To view a message, simply click on the message subject.", "New messages" with the text "No new messages", and "Old Messages" with the text "No old messages". At the bottom left of the main content area is a green "Exit" button. At the bottom of the page, there is a footer with the text "Return to Web Site | Privacy policy".

# Navigating in VicNet

## The My Profile tab

**My Profile** The Profile tab lets you see and update your personal information. Use this tab to update your address, telephone numbers, and emergency contact information.

**Three Rivers**  
PARK DISTRICT

**Volunteer Information Center (VicNet)**

**Volunteer information for Brad Blackett**

Home Mail **My Profile** My Schedule My Service History Time Sheet

**Instructions**  
The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.

**Contact Information**

First name:  \*

Last name:  \*

Middle name:

Preferred Name:  \*

Classification (Type of Volunteer): **Short-term**

Street 1:  \*

City:  \*

State:  \* Zip:  \*

Home phone:  \*  OK to call me here

Work phone:  \*  OK to call me here

Email address:

2nd Email:

House Hold Number:

**Save**

**Emergency Contact**

First name:  \*

Last name:  \*

Street 1:

Street 2:

Street 3:

City:

State:

Zip:

Home phone:  \*

Work phone:

Relationship:  \*

**Save**

**Exit**

Before moving from one section to the next be sure you save your updates by clicking the **Save** button.

# Navigating in VicNet

## The My Schedule tab

My Schedule

If your workgroup is set up for self-scheduling, you could use VicNet to fill openings on the calendar. To self-schedule, Click on a *Help Wanted* balloon to view openings. Otherwise call or email your supervisor, to sign up. If you are on the schedule this tab lets you view and print your schedule.

**Three Rivers**  
PARK DISTRICT

**Volunteer Information Center (VicNet)**

**Volunteer information for Brad Blackett**

Home | Mail | My Profile | **My Schedule** | My Service History | Time Sheet

**Instructions**  
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

**Sign-up!**  
We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.

Show openings in:  Schedule yourself for volunteer duty

**February 2011**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>HELP WANTED</b>	1	2 10:00 a - 3:00 p Park Patrol (Facilities - North) Saker Park Reserve Saker Park Reserve 30C skitrace - stay near Chalar looking for bear bite	3	4	5
6	7	8	9 <b>HELP WANTED</b>	10 <b>HELP WANTED</b>	11 <b>HELP WANTED</b>
12 <b>HELP WANTED</b>	13 <b>HELP WANTED</b>	14 <b>HELP WANTED</b>	15 <b>HELP WANTED</b>	16 <b>HELP WANTED</b>	17 <b>HELP WANTED</b>
18 <b>HELP WANTED</b>	19 <b>HELP WANTED</b>	20 <b>HELP WANTED</b>	21 <b>HELP WANTED</b>	22 <b>HELP WANTED</b>	23 <b>HELP WANTED</b>
24 <b>HELP WANTED</b>	25 <b>HELP WANTED</b>	26 <b>HELP WANTED</b>	27 <b>HELP WANTED</b>	28 <b>HELP WANTED</b>	

Previous month | Next month

**Printable view** ←

Exit

If you need a copy of your schedule, just click the "Printable View" button. You can now print this whenever you need to.

Return to Web Site | Privacy policy

## Navigating in VicNet

### My Service History tab

My Service History

On this tab, it is possible to see your record of service (since January 2009), and the total number of hours you have volunteered for the Park District (Life Hours).

The screenshot displays the 'Volunteer Information Center (VicNet)' for Brad Blackett. At the top left is the Three Rivers Park District logo. To the right, it says 'Volunteer Information Center (VicNet)'. Below this is the user's name 'Volunteer information for Brad Blackett'. A navigation bar contains buttons for 'Home', 'Mail', 'My Profile', 'My Schedule', 'My Service History' (which is highlighted), and 'Time Sheet'. Underneath, there is an 'Instructions' section with a link to a printable view. Below that are 'Totals' for start date, year-to-date hours, and life hours. A 'Service by year' section is also present. At the bottom left, there are 'Printable view' and 'Exit' buttons. An orange arrow points from a text box to the 'Printable view' button. At the bottom left of the page, there are links for 'Return to Web Site' and 'Privacy'.

If you need a record of your service, just click the "Printable View" button. You can now print this whenever you need it.

# Navigating in VicNet

## Time Sheet tab

### Time Sheet

You may be able to use the Time Sheet tab to enter your hours for a few limited and specific assignments. **Do Not Enter Hours on VicNet, if you are also logging hours at your site** or if you have not been instructed by your supervisor to do this. *(Check with your supervisor to see if you might be able to utilize this feature.)*



### Volunteer information for Brad Blackett

Home Mail My Profile My Schedule My Service History Time Sheet

#### Instructions

To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

#### Time Sheet

What was the **beginning** date of your service? March 26 2010

What was the **ending** date of your service? March 26 2010

Which assignment did you serve in? Choose one

How many hours did you serve? 0 hours, 0 minutes

#### Please confirm your entry:

You served between: March 26, 2010 and March 26, 2010

Assignment: Coordinator Access for training [Volunteer Office\Volgistics]

Hours: 7.50

#### Is this correct?

Click **Yes** to save this entry

Click **No** if you want to make a change

#### Posted

Thank you for serving! Your service entry has been recorded. If you need to make another entry now, click "Another."

#### Your recent service entries:

Date	Assignment	Hours
03-26-2010	Coordinator Access for training [Volunteer Office\Volgistics]	7.50

For your complete service history select the "My Service History" tab.

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